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IMPORTANT NOTICE

TO: ABHES-accredited Institutions and Programs
FROM: Carol A. Moneymaker, Executive Director
SUBJECT: Reporting Changes to ABHES
DATE: January 9, 2014

Institutions and programs accredited by ABHES are reminded of the requirement to report changes within an institution or program to ABHES prior to implementing the change. The change may necessitate an application and approval by ABHES. Failure to report and implement a change requiring reporting may result in a show-cause directive or withdrawal of accreditation.

Please review Chapter III, Section B, *Institutional Changes*, in the *Accreditation Manual* (visit www.abhes.org/publications/accreditationmanual), which outlines the changes requiring reporting and identifies whether an application is required. Changes requiring reporting include, but are not limited to address, name, addition of a campus, new and revised programs, and amendments to legal status, ownership or control.

Please share this notice with appropriate staff. Thank you for your attention.